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Your
CITY GOVERNMENT



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JANET GRAY HAYES



VICE MAYOR
ROY B. NAYLOR
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LAWRENCE R. PEGRAM



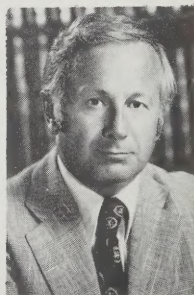
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TED TEDESCO
CITY MANAGER

FOREWORD

This booklet "Your City Government" has been compiled to meet increasing demands for a brief summary of municipal functions and activities and other general information relating to the City of San Jose, California.

It is sincerely hoped that the material contained herein will prove of benefit to all those interested in the democratic conduct of our City government.

JANET GRAY HAYES
Mayor

TED TEDESCO
City Manager

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SAN JOSE'S BEGINNING

San Jose's original name, given by the Spanish government, was "El Pueblo de San José de Guadalupe." This was the first civil community in California, being established November 29, 1777.

The first settlers to this region were the Catholic Padres. From their base at Santa Clara Mission, these men taught the local Indians the ways of both Christianity and western culture.

Shortly after the Padres arrived, a group of 66 people from San Francisco settled here at the request of Spain but their agricultural endeavors were slow in reaching a prosperous level in this outer region of the Spanish empire. Soon after the year 1800, however, the ranchos began to flourish with cattle, grain and fruit trees.

In 1849, the year of the "gold rush," El Pueblo de San José de Guadalupe became the first capital of California but the City's name was shortened to San José the following year when California became a state. San José lost its status as a capital of the new golden state in 1851 although it was rapidly becoming a wealthy agricultural area and its schools, churches, libraries, etc., were improving the City's social character. The 1870's saw the arrival of the canning industry, railroads to the east, daily newspapers and a new school later to become San Jose State College.

By the end of the century, San Jose had almost four and one half million trees of all kinds; prunes, apples, apricots, peaches, pears, cherries, almonds and walnuts. These deciduous fruit crops, together with some manufacturing and light industry continued to be the life blood of the area.

The period from 1940 until 1970 was one of unprecedented growth and change for San Jose. The orchards which so dominated the region gave way to homes and industry. San Jose grew in population and size. In 1950 the city was comprised of 15 square miles containing 60 thousand persons. By 1970 it had grown to 149 square miles and 450 thousand people.

By 1970 the city seemed to be entering still another stage of its development. City officials, reflecting the changing times and concern of its citizens, began focusing most of their attention on the stabilization of growth with the objective of promoting orderly development while preserving the physical qualities of life.



SAN JOSE HIGHLIGHTS

POPULATION: 545,000

AREA: Estimate 149 square miles.

CLIMATE: Mild. Low winter temperature 38 degrees; average high 81 degrees; average rainfall, 14.87 inches, largely between November and April. Low humidity and cool nights.

LOCATION: On south San Francisco Bay, 50 miles from San Francisco, 42 miles from Oakland, 390 miles north of Los Angeles.

TOPOGRAPHY: Average elevation about 80 feet in central area of city.

THE CITY CHARTER

San Jose's first Charter was granted by the State in 1897, allowing the City to operate under the Commission form of government. On July 1, 1916, another Charter was adopted enabling San Jose to institute the Council-Manager form of government, making it one of the first cities to do so. San Jose's present Charter went into effect May 4, 1965, after being adopted at a special election and approved by the State Legislature, as an effort to update the existing form of government.

The Charter delineates the City's incorporation and succession; powers of the City; form of government; powers and duties of the City Council and the Mayor; procedures for developing City legislation. It also established the Administrative Organization and Boards and Commissions; designates election dates, and in addition, has various general provisions.



COUNCIL-MANAGER GOVERNMENT

San Jose's Council-Manager form of government can be compared to the operation of a major corporation. The stockholders (citizens of San Jose) elect a chairman of the board (the Mayor) who is the official head of the organization, charged with guiding the corporation's policy and presiding over an elected board of directors (the Council) whose decisions determine policy. The board of directors chooses a president (the City Manager) who is responsible

for administering these policies, recommending procedures, and conducting day-to-day operations, with an annual budget of approximately 204.7 million dollars, employing some 4,708 people and serving 545,000 citizens. The City of San Jose is a big business. The stockholders in this business are the voters of San Jose, who, in return for their tax investment, receive dividends in the form of municipal services.



MAYOR and COUNCIL

San Jose voters elect the Mayor and six Councilmembers as the policy and decision-making body of their City. The Mayor is elected at large for a term of four years, presides at Council meetings and represents the City at ceremonial occasions. The Vice Mayor presides in the absence of the Mayor. As a member of the Council, the Mayor has one vote but no veto power. The six Councilmembers serve staggered four year terms and are nominated and elected at large to specific seats. Elections are consolidated with the State-wide elections held in June and November of even-numbered years. If a candidate receives more than one-half of the votes for an office at the June election, he is elected. If no candidate receives such a majority, the two who received the most votes run in November. The City Council may fill a vacancy by appointment or, if unable to do so within sixty days, must call a special election.

COUNCIL MEETING PROCEDURE

The City Council meets at 1:30 p.m. on Tuesdays, recesses for dinner and resumes the meeting at 7:00 p.m. for Special Orders (public hearings). Four members are needed for a quorum. The order of business is governed by an agenda prepared by the City Clerk. The order of categories within the agenda is set by Council resolutions. Any person may place an item on the agenda by filing it in writing with the City Clerk by 2:00 p.m. on the Wednesday prior to the meeting date. Copies of the agenda are printed by Friday morning and may be picked up in Room 116, City Hall, in the Council Chambers or are mailed to anyone supplying self-addressed stamped envelopes to the City Clerk.

The Consent Calendar is a portion of the agenda in which routine items are grouped and acted upon with a single motion. Items which any member of the Council or the public wishes discussed are removed and considered separately.

The Administration meets on Tuesday mornings to review the agenda. An addendum to the agenda is then prepared in order to add emergency items, show requests for continuances and in general to update the agenda. The addendum is not official until adopted by the Council at the meeting. Citizens may also make requests for changes in the agenda by speaking at the time the Mayor calls for consideration of the Orders of the Day at the beginning of each meeting.

Every item on the agenda is open to discussion by the public. It is advisable that a person wishing to speak on a given item complete an oral petition form available at the entrance of the City Council Chambers. It should be presented to the Council secretary and assures that the Mayor will call upon the petitioner. Speakers addressing the Council are requested to talk

directly into the microphone at the speaker's rostrum and to give their name and address for the record. Presentations need not be formal. Brief and concise remarks are favored.

In order to save time, matters which are being entered into the record without other action or those which must be referred to an administrative department or some board or commission are reported to the City Council under the agenda heading of "City Clerk's Reports."

Public hearings are held on matters when such is required by State or Municipal law. The rules for participation are the same as for other agenda items. In general, hearings are not continued unless both proponents and opponents agree.

Persons wishing to present Oral Petitions on subjects not on the agenda may do so upon completion of the listed business. The Mayor will call persons who have turned in oral petition forms in the order in which the forms have been received.

A copy of all items on the agenda may be found in the City Clerk's office prior to the meeting and on the Press Table in the Council Chambers after the meeting has started.

A digest of City Council actions is prepared after each meeting. This synopsis is available in the City Clerk's office on Thursday morning. Copies are also mailed to those supplying self-addressed stamped envelopes.

The Council meets in study session (Committee of the Whole) on Thursdays. The meetings are open to the public but citizen participation is not always solicited in order that the Councilmembers may fully investigate the matter at hand. The sessions are reserved for two major questions — one at 9:00 a.m. and one at 10:35 a.m.

The public is invited to attend all meetings of the City Council. Specific information regarding City Council actions may be obtained from the City Clerk's office; however, it cannot predict what time any item will be considered.

CITY DEPARTMENTS

The Mayor and City Council determine the policies of City Government. Putting those policies into practice and translating them into service to San Jose's citizens is the responsibility of the **CITY MANAGER**. As the Chief Administrator of the City he is directly responsible for the efficient administration of all City Departments.

Following are capsule descriptions of the activities of some of the departments serving citizen stockholders of the City of San Jose.

GENERAL ADMINISTRATION

A number of City departments are concerned mainly with internal administrative functions which keep the business that is the City of San Jose running smoothly.

Fiscal matters are the responsibility of the **FINANCE DIRECTOR**, the chief fiscal officer of the City. This department establishes and maintains the City's accounting records and is responsible for reporting the financial status of the City. Every City expenditure must be certified by the Finance Director as being legal and in agreement with Council policy. All payments are authorized by the Finance Director who, as the City banker, is responsible for the receipt and custody of City funds. The **TREASURY DIVISION** of the Finance Department collects water bills and some non-property taxes, administers business license fees and invests City reserve funds to earn interest. The **CITY AUDITOR** conducts a continuing post audit of all fiscal transactions of the City.

The **PURCHASING DIVISION** contracts for and procures material, equipment and services for all City departments and ensures that the City receives the best value for its money. The department negotiates with private suppliers for municipal requirements and on larger purchases uses a system of sealed competitive bids, under which the City is assured of paying the lowest price for items meeting established specifications.

It takes qualified people to run the business of the City of San Jose and obtaining these people is the function of the **PERSONNEL DEPARTMENT**. The Personnel Department is responsible for recruiting, testing and placing the most capable person in each City position.

The function of the **PLANNING DEPARTMENT** is to prepare and implement comprehensive plans for the long-range physical development of the City and make recommendations to the Planning Commission and City Council on zoning and rezoning, land use, subdivisions, and other matters affecting this development.

The chief legal advisor for the City and its department is the **CITY ATTORNEY** who is appointed by the City Council and has basic responsibilities outlined in the City Charter. The office is divided into three divisions which collectively guide the Council in legal matters, represents the City in proceedings before judicial and administrative agencies, and defends all suits for damages lodged against officers and employees for acts performed by them in pursuit of their municipal duties.

PUBLIC SAFETY

About 40% of the City's budget supports activities designed to promote the health and safety of its citizens.

The San Jose **POLICE DEPARTMENT** is judged as one of the finest in the nation. The City has a crime rate considerably lower than most cities of comparable size. San Jose police officers are well qualified and well paid. Two years of college are required before a man is eligible to apply to become an officer. The department's excellent relationship with San Jose State University has been pointed to as a model for other cities. The department's innovation in establishing special sections to cope with changing urban problems has helped to make San Jose a safe place to live and visit.

Routine police patrol, investigation of crimes, traffic law enforcement, safety education and accident investigation are major functions of the 888 employees of the San Jose Police Department.

The **FIRE DEPARTMENT** protects the public safety by fire prevention inspections and public education, extinguishing fires, investigating fire causes and prosecuting violators of fire prevention laws. The San Jose Fire Department has 559 uniformed fire personnel, operates 25 stations, and uses over 118 pieces of rolling equipment to safeguard San Jose homes, lives and property. The efficient action in preventing fire loss means lower fire insurance premiums for San Jose residents.

Another public safety function is **CIVIL DEFENSE**. The City works with the unified County Civil Defense and Disaster Organization to implement and coordinate State and Federal defense policies and be prepared for possible disasters that may occur in the City or County.

Communications for police, fire, public works and civil defense are now handled through the County Communications System. The vital services the City provides are further enhanced by this coordinated effort.

PUBLIC HEALTH services in the City are provided by the County. Uniform health standards are maintained throughout the County. The County handles also by agreement with the City, such areas as rodent control and extermination and a continuing program of dog vaccination and quarantining of stray, sick and unlicensed animals.

Closely related to the health and welfare of San Joseans is the **HOUSING AND COMMUNITY DEVELOPMENT** section of the Property Development and Code Enforcement Department. This unit is concerned with the development and implementation of programs to conserve and upgrade existing neighborhoods. This is carried out by enforcing the San Jose Housing Code and by enlisting the participation of other agencies and community improvement groups.

The **DEPARTMENT OF PUBLIC WORKS** is divided into three branches. Its engineering branch provides all basic engineering services required by the City and is the focal point of city growth. The department makes certain that every street, sidewalk, public building, water pipe, sewer and drain meets safe and practical standards. It prepares and maintains engineering designs, maps and records, does city surveying and develops traffic flow and control patterns to make San Joseans' daily driving safer and more convenient. The operations branch is responsible for the maintenance of streets, parks, public buildings, traffic signals and other electrical systems, and automotive equipment. Through a continuing schedule of sweeping and

litter removal, the department insures that San Jose stays clean and beautiful. The third branch of the Department of Public Works administers the operations and maintenance of the water pollution control plant which is owned jointly with San Jose by the City of Santa Clara and others. The plant, located on a 300 acre site near Alviso, is one of the most modern in the world. It represents an investment of 32 million dollars at this time and when approved expansion plans have been completed will represent an investment of over 60 million dollars.

HOUSING AUTHORITY: The chief purpose of this authority is to establish and maintain a consistent housing policy providing decent housing for low income families and persons displaced because of urban renewal and unexpected emergencies demanding immediate action. The authority has 1,392 units under lease and an additional 47 units are under construction.

REDEVELOPMENT AGENCY: This agency is responsible for the upgrading of physically deteriorated areas in the city by applying techniques involving total clearance and rebuilding, the rehabilitation of existing facilities, and use of conservation programs to prevent further deterioration with emphasis directed toward the needs of low income families.

CITY CLERK'S OFFICE: Recording the proceedings of the City Council meetings and keeping records of all written resolutions and ordinances are the primary duties of the City Clerk. The Clerk also has charge of all City elections and is responsible for the publication of official advertising for the City. All records pertaining to official Council action, except those resulting from closed sessions, are available to the public in the City Clerk's Office.

PROPERTY DEVELOPMENT AND CODE ENFORCEMENT handles the administration, lease, rental acquisition and sale of City-owned property. By obtaining necessary rights-of-way for public improvement, it helps shape San Jose's growth.

THE BUILDING SECTION of the Department reviews plans, issues building permits, and inspects construction. With the cooperation of other departments, it is responsible for investigating violations of the Municipal Code pertaining to buildings, zoning, and signs.

San Jose's **PARKS AND RECREATION DEPARTMENT** provides opportunities for satisfying leisure needs of our total population through the planning and developing of facilities, diversified programs, and leadership. The total resources of the community are utilized through the cooperative efforts of civic, private, industrial, social, and service organizations to provide well-rounded and varied services. Programs are conducted at over 300 locations including those of 14 school districts made available to the residents of the City through city-school district recreation contracts.



JAPANESE FRIENDSHIP GARDEN

The City of San Jose's rapidly expanding system of parks comprises 100 sites including such facilities as Alum Rock Regional Park; Kelley Regional Park, featuring Happy Hollow children's park, Japanese Tea Center and Leininger Community Center; St. James Park and Community Center; Overfelt Botanical Gardens; Los Alamitos Creek Park and percolation pond; two stadiums, rose garden, golf course, bowling green, and San Jose Family Camp located on the middle fork of the Tuolumne River near Yosemite National Park, which offers a variety of planned programs, lodging and meals for parents and children during the regular summer camping season.

Activities and special services include tiny tots playgrounds, programs and day camps for children, teen and adult sports, aquatics, junior theatre, teen clubs, volunteer services, programs for the handicapped, senior citizens and the Senior California Education Project, Christmas

Lane Holiday Decoration Show, and a variety of special events. Neighborhood and Community Centers provide a comprehensive program for special interest groups of all ages.

The Parks Division maintains 2,180 park acres and takes care of grounds around municipal buildings.

*San José's **PUBLIC LIBRARY** circulates nearly three million books each year. Over 100,000 books are purchased each year. The San Jose library system operates 12 branch libraries and one bookmobile and in April 1970 opened its four million dollar main library facility on San Carlos Street. The library has inaugurated many new and innovative services that reach into the community.*



MAIN LIBRARY

Providing books and other materials to convalescent hospitals, retirement centers, rest homes, prisons and half-way houses, represents only one of the many programs developed by the Library to meet special needs.

Main Branch, Almaden Boulevard and San Carlos Street.

Cambrian Branch, 1780 Hillsdale Avenue.

West Valley Branch, 1243 San Tomas Aquino Road

Berryessa Branch, 3311 Noble Avenue

Calabazas Branch, 1230 Blaney Avenue

Rosegarden Branch, Dana and Naglee Avenues

Willow Glen Branch, 1157 Minnesota Avenue

East Branch, 23rd and East Santa Clara Streets

Hillview Branch, 2255 Ocala Avenue

Seventrees Branch, 3597 Cas Drive

Alviso—1060 Taylor Street

Almaden—6455 Camden Avenue

Edenvale—4275 Pearl Avenue

Bookmobile Information—293-7350

Additional services and activities are provided by various community organizations; and the City Council, recognizing the importance of these services, contributes to their support. The majority of these groups are financed privately through private sources, admissions and memberships. A partial listing of the groups receiving City support would include: The San Jose Symphony, Municipal Chorus, San Jose Music Theatre Association, Pacific Neighbors, San Jose Theatre Guild, Performing Arts League, San Jose Children's Musical Theatre, Fine Arts Gallery Association, and the San Jose Municipal Band.

City contributions are given to other organizations which benefit San Jose by promoting the City's assets to industry and potential visitors. Some of these are the San Jose Chamber of Commerce, Junior Chamber of Commerce, Santa Clara County Safety Council and the Better Business Bureau.

There are many other organizations working closely with City government in a variety of ways. Among these is the San Jose Citizen's Community Improvement Committee. The CCIC is the official citizen's advisory committee created in 1963 by resolution of the City Council. The CCIC is charged with gathering information and keeping citizens groups informed about community improvement activities, assisting in coordinating improvement activities, reviewing programs and making advisory recommendations to the City Manager and City Council.

The Goals Committee was formed in 1968 and charged by the City Council with the responsibility of forming long-range goals. The Committee holds Neighborhood and City Wide Forums on a continuing basis, setting forth and refining the goals of the community.

There are approximately seventy Neighborhood Improvement Associations in the City of San Jose. These groups serve the function of bringing people together, usually within a distinct neighborhood, for the purpose of discussing and acting on local problems of mutual concern.

ENVIRONMENTAL COMMISSION: *An advisory body to the City Council in all environmental matters. Eleven members appointed for four year terms by the City Council represent varied community interests such as environmental organizations, universities, industry, biological sciences, physical sciences, minorities, and engineering.*



PLANNING: *As established by the City Charter, the Planning Commission is empowered to advise and make recommendations to the City Council on all matters relating to the future physical development of the City. A majority of these recommendations concern land use and development, including zoning and subdivision regulations. Seven members are appointed by the Council for terms of four years.*

AIRPORT: The seven members of this commission serve in an advisory capacity involved with issues relating to the San Jose Municipal Airport and are appointed by the Council to serve for terms of four years.

PARKS AND RECREATION: The Parks and Recreation Commission has the responsibility of making recommendations to the City Council concerning San Jose's system of parks, playgrounds, recreation centers and facilities. The commission also reviews and makes recommendations for the development and improvement of recreational programs which include activities and special services for all ages and interests. The nine members of the commission are appointed by the City Council for a term of four years.



FAMILY CAMP

CIVIL SERVICE: The Civil Service Commission, as established by the City Charter, has the responsibility of overseeing the administration of City personnel in accordance with the Civil Service rules as specified in the charter. The five members are appointed by the Council for terms of six years.

FINE ARTS: A seven-member commission appointed by the Council for four-year terms to advise on all matters relating to the arts, cultural enrichment, and beautification of the City.

SUGGESTION AWARD: A seven-member commission appointed by the Council to serve for a term of two years to evaluate employee suggestions for improvements and make recommendations for cash awards for those that are adopted.

SPORTS: This commission consists of seven regular members and two non-voting members who are Council appointed for terms of four years concerned with all sports and convention facilities, their utilization and the programs conducted in such.

HISTORIC LANDMARKS: A nine-member commission appointed by the City Council for terms of three years charged with the preservation of San Jose's historical background.

PUBLIC SOLICITATION: No public solicitation of funds can be made in San Jose unless a permit is obtained from this commission. Seven members are appointed by the Council to serve terms of four years.

HUMAN RELATIONS: The functions and powers of the eleven member Human Relations Commission are to foster and strengthen mutual understanding, respect and goodwill among all racial, religious and nationality groups in the City of San Jose, discourage and prevent discriminatory practices and develop educational programs and activities. Members of this commission are appointed by the Council to serve terms of three years.

AFFIRMATIVE ACTION REVIEW: Membership of this commission must consist of qualified registered electors of the City; four being representative of minorities, two of organized labor in the construction trades, two of contractors, and one of the people. Nine members are Council appointed for two year terms to review proposed affirmative action programs and compliance reports of contractors to whom the City's affirmative action ordinance is applicable and make recommendations to the City Manager.

SENIOR CITIZENS: Eleven members are appointed by the City Council for terms of three years to study all matters affecting senior adults and how best they may be served.

LIBRARY: Five members are appointed by the Council for terms of four years to study, review and make recommendations regarding all matters concerning the library system of the City.

YOUTH: A commission created to recognize the interest and concern of young people and to encourage their participation and involvement in the City's policies and programs. Thirteen members between the ages of 13 and 20, representative of young people from all ethnic backgrounds and geographic areas in the entire City, are appointed by the Council for two year terms to study any problems affecting youth.

SAN JOSE BICENTENNIAL. The Commission is charged with the responsibility of developing a celebration program to run from July 4, 1976 to November 29, 1977, celebrating the birth of our Nation and our City, 200 years ago.

San Jose is served by a completely functional modern airport situated two and a half miles northwest of downtown San Jose with jet service by most major airlines. The airport is located on 1,050 acres of land with a modern airline terminal building completed in 1965. The airport accommodates over two million passengers a year.

Passenger services at the terminal include four car rental agencies, limousine and cab service, a branch bank office, gift shop and newsstand, and a quick bar. The Airport also has a restaurant, coffee shop and cocktail lounge. Parking accommodations for 2,000 cars are available to airline terminal patrons.

Airlines now serving San Jose include: Air West, Pacific Southwest Airlines, Continental, Western, Swift-Aire, Air California, Holiday Airlines, United Airlines, Valley Airlines and American Airlines. Delta, TWA, and National Airlines maintain ticket offices at the terminal.

For the private owner, the general aviation facility provides 100 T hangars, 111 aircraft shelters and tiedown space for over 300 aircraft.

SAN JOSE SYMPHONY: *One of the oldest established symphony orchestras in America, the San Jose Symphony traces its roots back over a century. Under the direction of George Cleve, the symphony has been accorded National Recognition as a Metropolitan Orchestra by the American Symphony Orchestra League.*



SAN JOSE CENTER FOR

SAN JOSE CENTER FOR THE PERFORMING ARTS

The San Jose Center for the Performing Arts is considered one of the "finest and most modern" theatres in the country. Its sophisticated lighting, sound, and staging facilities make it an ideal backdrop for the array of performers using it. Included in the Center's design are spacious lobbies and circular ramps, leading patrons to the 2701 seat theatre. The Performing Arts Center is set in an environment of two landscaped plazas, highlighted by a large circular fountain. Located on an entire block of Almaden Blvd., between Park Avenue and West San Carlos, in Downtown San Jose, the Performing Arts Center is the hub of the ever growing cultural development program in San Jose.



THE PERFORMING ARTS

SAN JOSE MUSEUM OF ART

The San Jose Museum of Art occupies the romanesque sandstone structure which has been designed as both a State and National Historical Monument.

The building was constructed by the Federal Government as a post office. Begun in 1892 and completed in 1895, the historic old structure was purchased by the City in 1937 to be used as the City Library. The Museum of Art has been in operation in the building since 1971.

The Museum of Art provides changing exhibits, docent tours, a bookstore, and a rental and sales gallery.

For the children in local school districts, the program entitled "Let's Look at Art" provides a visiting art lecturer.

There are two stadiums in the City of San Jose. San Jose Municipal Stadium is located on a 23 acre site at Tenth and Alma Streets. The stadium, operated by the Parks and Recreation Department, seats 2,706 persons in individual chair seating and has parking space for approximately 500 cars. The stadium has a good lighting system for night-time events. The San Jose Bees baseball team of the California league make the municipal stadium their home.

The San Jose Spartan stadium operated by San Jose State University, seats 18,300. The Earthquakes, San Jose's major league professional soccer team, and the San Jose State University Spartans are primary users of the stadium.

Q. What is the annual tax limit?

A. The maximum basic rate is \$1.40 per \$100.00 assessed valuation, and it cannot be raised without a vote of the people.

Q. What is the bonding capacity of the City?

A. Must not exceed 15% of the assessed value of all taxable real and personal property within the City.

Q. What is the term of office of elected officers?

A. Four years.

Q. Who are the elected officers of the City?

A. Six City Councilpersons and the Mayor.

- Q. *How are the Mayor and the Council chosen?*
- A. *At large in a city wide election.*
- Q. *Who is the governing body of the City?*
- A. *The City Council.*
- Q. *Who is the chief administrative officer of the City?*
- A. *The City Manager, appointed by the City Council, to carry out the policies set by the Council.*
- Q. *Who is the custodian of the seal of the City?*
- A. *The City Clerk, who also keeps all records, books and other documents required by the Charter and State law to be kept in his office.*
- Q. *How is the legislative power of the City Council exercised?*
- A. *By Ordinance.*
- Q. *What remuneration is paid City Councilpersons?*
- A. *\$400 per month for each Councilperson and \$600 for Mayor beginning July 1, 1967.*
- Q. *When does the City Council regularly meet?*
- A. *At 1:30 p.m. each Tuesday in the Council Chambers, City Hall.*
- Q. *When does the fiscal year of the City begin and end?*
- A. *July 1 and June 30.*
- Q. *Where must claims against the City be filed?*
- A. *In the City Clerk's office.*

- Q. *With what City officer must all City funds be deposited?*
- A. *Director of Finance.*
- Q. *Who is responsible for the handling of City elections?*
- A. *The City Clerk.*
- Q. *When are City officials elected?*
- A. *The first Tuesday following the first Monday in June of even numbered years. Runoff elections are held the following November.*
- Q. *How are candidates for City Council nominated?*
- A. *Petitions of nomination are circulated and must be signed by not less than 5 or more than 10 electors of the City.*
- Q. *How does a person become a candidate for City Council?*
- A. *By filing the petition and a statement of candidacy with the City Clerk within 75 days, or not later than 54 days, of the date of the election.*
- Q. *Does a Council candidate have to be a registered voter residing within the City limits?*
- A. *Yes.*
- Q. *Who appoints election precinct board members?*
- A. *City Council upon recommendation of the City Clerk.*
- Q. *When are the polls open for voting?*
- A. *From 7:00 a.m. to 7:00 p.m. on the date set for the primary or general election.*
- Q. *Who declares the official results of a City Election?*
- A. *The City Council, after canvassing the official ballot.*

The Santa Clara County Assessor's Office makes all property tax assessments for San Jose residents and collects the City's share. In 1974-75 the City assessed valuation is \$1,605,281,657, up \$164,172,320 or 11.4% over last year.

Property taxes are used to pay the cost of general City operations and a limited amount of pay-as-you-go capital improvements. In addition, property tax revenues are used for the retirement of bonded indebtedness. The overall maximum rate was reduced by 3.9 cents in the budget for 1974-75 and is now \$1.785. The \$1.785 is made up of an operating rate of \$1.365 and a levy for bonded indebtedness of \$.42.

The City's operating budget depends on a number of sources for revenues; sales tax, licences, permits, fines, service charges and allocation of state taxes and license fees supply over 66% of the City's requirements exclusive of bonded expenditures, self-financing utilities, or federal or state grants in and for capital improvements. Property taxes contribute less than 34% to operating budget revenues.

Following is a breakdown of the distribution of the 1974-75 total property tax dollar.

County	\$2.626	20.24%
City of San Jose	1.785	13.76%
Schools	8.266	63.72%
Flood Control and		
Water Importation280	2.16%
Air Pollution016	.13%
Total	\$12.973	100.00%

Thirty-three cents a day per citizen provides all the services of city government, one of the lowest per capita cost of any major city in California.



3 MILES

METROPOLITAN SAN JOSE



ose

Morgan
Hill



SUMMARY

Briefly, then, this is the structure of your City government. These are the services it provides at an average daily cost of \$.33 per person. The size and complexity of the job can be appreciated when we realize that San Jose is the third largest city in California in land area, ranks fourth with a population in excess of 545,000 and has a population five times as great as it did just twenty years ago. City government takes pride in its record of keeping pace with this growth and ever-expanding need for services. You are invited to attend council meetings and participate in your local government. Exercise your right and your responsibility as a citizen and stockholder in this "City on the Move."

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ADMINISTRATIVE ORGANIZATION
CITY OF SAN JOSE

JANUARY 1975

